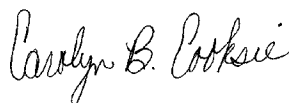


For: State and County Offices

FLP Orientation and Credit and Financial Analysis Training

Approved by: Deputy Administrator, Farm Loan Programs



1 Overview

A

Background

This notice clarifies that all DD's who have not been formally trained in credit and financial analysis and employees receiving loan approval authority since October 1, 1995, shall complete the financial analysis session. All Farm Loan Officers (FLO's) without loan approval authority shall complete the financial analysis.

New FLO positions have been established and are in the process of being filled. These employees will be trained through the new Farm Loan Training Program, Farm Loan Officer Training (FLOT). This is an individually-paced training program conducted onsite by a Farm Loan Manager. The training program:

- is comprised of:
 - 34 topic areas
 - credit and financial analysis training
 - actual demonstration of skills acquired
 - testing
- shall be completed in 1 year from attending orientation.

The first module of the program for newly hired FLO's and all credit and financial analysis sessions will be taught as nationwide group-paced sessions in a centralized location at different times.

Continued on the next page

Disposal Date

December 1, 2000

Distribution

State Offices; State Offices relay to County Offices

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1 Overview (Continued)

B

Purpose

This notice provides training information for:

- existing FLO's
 - DD's who have not been trained in credit and financial analysis
 - to-be-hired or newly hired FLO's.
-

C

Contact

All registrations shall be submitted by FAX, by the State FLO Training Coordinator, to Julia Jackson, HRD, Training and Development Branch, at 202-418-9131.

Questions on the program shall be directed to Chris Greenwalt, National Technical Program Coordinator, at 202-690-0431.

2 FLO Orientation

A

Objective

The objective of this training is to provide the participant with:

- an overview and history of FLP's
 - the types of loans available
 - terms and acronyms commonly used
 - the role of COC
 - employee responsibilities
 - communication skills
 - the organization of credit delivery.
-

B

Participants

Participation in the formal FLOT will be limited to employees hired as FLO's and any employees who were placed in FLO positions over the past 3 years. If there are questions about who is eligible or required to attend, contact the National FLO Training Coordinator.

C

National Office Observers

A limited amount of space is available for observers at each session. Anyone planning to attend as an observer must also complete the registration form (Exhibit 1) and identify themselves as an observer.

Continued on the next page

2 FLO Orientation (Continued)

D

Schedule and Accommodations

The orientation sessions are being scheduled on an as needed basis. All sessions will be:

- conducted from 1 p.m. Monday through 12 p.m. Friday
- held in the Kansas City area.

Maximum per diem rate for the Kansas City area is \$123, \$85 lodging and \$38 M&IE.

E

Registration

Participants must register by completing the orientation section of the registration form in Exhibit 1, for an orientation session to cover Module 1 of the training program as soon as possible after being hired.

Acceptance of each registration will be returned to the State FLO Training Coordinator with hotel information.

3 Credit and Financial Analysis Training (CFAT)

A

Objective

The objective of this training is to better acquaint employees with what constitutes adequate financial data on which to base a direct or guaranteed loan decision.

B

Participants

CFAT:

- is offered to
 - employees with credit decisions in their job description who were not previously trained; primarily newly placed DD's and FLO's
 - other employees granted loan approval authority since October 1, 1995, who have not been formally trained in credit and financial analysis
 - is required to obtain loan approval authority
 - has limited space per session.
-

Continued on the next page

3 Credit and Financial Analysis Training (CFAT) (Continued)

C

Schedule and Accommodations

All sessions:

- will be conducted from 1 p.m. Monday through 12 p.m. Friday
- may be held in the Kansas City area or other centralized location depending upon location of attendees.

Evening work may be required.

Maximum per diem rate for the Kansas City area is \$123, \$85 lodging and \$38 M&IE.

D

Registration

Participants must register, using the registration form in Exhibit 1, for a credit and financial analysis course as soon as possible.

Acceptance of the registration will be returned to the State FLO Training Coordinator with hotel information.

E

Completion

Participants will be required to complete a post-test and obtain an acceptable score to determine proficiency. If an acceptable score of at least 80 percent is not achieved on the post-test, participants must seek further training opportunities in this area before completing FLOT or obtaining loan approval authority. Any deficiencies will be discussed with the Farm Loan Program Chief, SED, and the State FLO Training Coordinator, and an appropriate training plan will be developed.

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4 Additional Information

A

Completing SF-182

Complete SF-182, according to 6-PM, for each participant to document each training session.

B

Disability Accommodations

Persons with disabilities who require accommodations to attend or participate in this training should notify the following of special needs when registering for the training:

- airline and hotel of the required accommodations that are needed
 - Julia Jackson, HRD, Training and Development Branch, at 202-418-9049.
-

C

Travel Authorization

Travel for identified State participants shall be charged to Washington-controlled State travel. State participants will use the special project DA code when using the Washington-controlled State travel code.

FLOT Registration Form

To be submitted by the State FLO Training Coordinator for each participant in FLO Orientation or Credit and Financial Analysis Training. This will serve as the official enrollment document for each participant in the FLOT program. Anyone not attending FLO Orientation will not be registered in the FLOT program.

Submit the following information for each individual to:

Julia Jackson
HRD, Training and Development Branch
FAX 202-418-9131.

State: _____

Participant's Name: _____

Work Phone: _____

Job Title: _____

Date Started in **Current Job**: _____

Submitted by: _____
(State FLO Training Coordinator)

Orientation: Existing FLO's and new hire FLO's only

_____ New-Hire

Credit and Financial Analysis

_____ Need to complete

Special request or comments:

